

Mastering the Liberal Arts II

Spring 2014

50:606:302, Section 40

Tuesday evenings 6:00 to 8:40 p.m.

Armitage 106

Maggie Piccolo piccolo@camden.rutgers.edu

hours by appointment

<https://sakai.rutgers.edu/portal>

Course Description

A range of topics and methods used to challenge students to further develop the array of advanced skills needed to master the material taught in upper-division liberal studies courses; emphasizes developing reading, research, and quantitative skills appropriate for the social sciences and the natural sciences, with particular attention to psychology, sociology/urban studies, and ecology/biology. Regular writing and research assignments; writing intensive course designation

Required Resources

- *How to Write Anything* A Guide and Reference, Bedford/St. Martins, 2010. [HWA] ISBN: 978-0-312-66830-3
- Access to Sakai course management system: <https://sakai.rutgers.edu/portal> requires an email account and (RUID) [Rutgers User ID]; RUID cards are essential and available at Impact Booth in Student Center
- Career Center Presentation, February 11th, Executive Meeting Room, Student Center
- Library Orientation – Research Paper Topic; March 4th; Robeson Library Smart Class
- Attendance at Liberal Studies Supper/Academic Advising; April 1st; classroom

Course Evaluation

Oral presentation of Analysis of Image and submission to Assignments 2 (5/5)	10%
Reading Facilitation	10%
Formal résumé and Cover letter, or CV and Statement of Intent submitted to Career Center and Assignments 2	20%
Two Forum Responses to Sakai Forums	10%
Research assignment – all documents posted to Sakai Assignments 2	
Proposal and Working Bibliography (5/5)	10%
PowerPoint Slides & Presentation (10/5)	15%
First Draft of Research Paper	5%
Final Draft of Research Paper	10%
Attendance and active participation in all facets of class-assigned work, including peer review and group work	10%

Grade spread

>90 A >85 B+ >80 B >75 C+ >70 C >60 D <59 F

Student Learning Outcomes

In this course, students are expected:

- To extend the skills of critical analysis and expository writing
- To grasp the concept of writing as a process with various steps: finding and narrowing an appropriate topic, arriving at a thesis, outlining, drafting, revising, and editing
- To understand the difference between a topic and a thesis, between summary and analysis; and to advance an argument supported by textual evidence.
- To develop critical research skills essential for success in senior level courses
- To realize the importance of accurate citation of sources and academic integrity
- To understand how to integrate both direct quotations and paraphrasing into a critical paper
- To understand the importance of classroom participation: speaking as well as listening carefully and responding to others' ideas

Class policies

- It is your responsibility to stay informed. Assignments are to be completed before class, except where otherwise noted.
- You are expected to be in class and on time for all sessions. As we meet only once weekly, three unexcused absences or more, regardless of reason, will result in failure for the course. In the event of severe weather, check the Rutgers homepage for campus closures or KYW school closings (2605). If it is necessary for me to cancel class, you will receive notification through Sakai and I might post a makeup assignment. If you have an emergency that prevents attendance, please send me an email and let me know you will not be in class. Do not wait until the next class to contact me.
- Unless you are dealing with a serious emergency, a death in the family or your documented illness, either of which should be reported to Provost Daisey, I do not give makeup work for any incomplete or late assignments. If I arrange a makeup assignment, it must be submitted, as arranged, at least one day before the next class meeting you will attend. **I will not open email attachments.**
- You are responsible for meeting due dates listed on the syllabus; **late work will be penalized a full grade for each late day.** All formal written work must be submitted to Sakai Assignments 2 by or **before the last class day of the semester.** Grades for individual assignments will be posted to Sakai grade book.
- If you need to improve your writing skills, from development and organization, to thesis and support, or if you need a refresher on grammar and mechanics or any other learning strategy, additional help is available! Please make an appointment for writing or learning assistance at the Learning Center in Armitage Hall at least a week before papers are due. You can also make appointments at Robeson Library for assistance with research.
- If you have a documented disability on file with Student Affairs, please provide a letter of accommodation for specific needs.
- Generally, I will respond to emails on **Monday through Thursday** within hours – even with the word “okay.” If you do not receive a response during that time, I have not received your email.

Assignments will be evaluated based on the following, as-needed, measures:

- Content:** title, argument, thesis, evidence, logic, persuasion, coherence
- Organization:** paragraph divisions, clarity, development of ideas
- Format:** MLA format, double-spaced, headers, page numbers, proper source integration and citation;
- Language:** diction, syntax, spelling, grammar, sentence variety

Formal Assignments are to be done in MLA format, the style appropriate for the humanities; there is a copy of a pro-forma MLA paper on Sakai. Be sure to proofread your work **before submission to Sakai Assignments 2.**

Reading Facilitation—during the semester, you are expected to lead the discussion on one assigned reading. Your facilitation should not summarize the work, as we have all read the work; rather, you should direct us to particular critical aspects of the work. You should follow a critical analysis rubric which makes text to self, text to other texts, and text to global concerns. Your facilitation should also include questions directed to the class to generate class response and discussion. Facilitation is intended as a preliminary in public speaking and audience awareness. **A sign-up sheet will be circulated in the first class.**

Cover Letter and Résumé Writing: You are expected to attend the workshop provided by the Career Center and to create a dynamic letter and résumé as directed. Your documents will be ‘handed in’ to the Career Center for critique and to Assignments 2 for grading. The goal is to prepare official documents that can be used for Career Days (early spring on campus) and employment or grad school opportunities.

PowerPoint Presentations, used today in most public speaking venues, will be generated by your specific research topic related to one of the research topics posted to Assignments 2. You will choose one topic, develop the topic into an arguable position, conduct research using Robeson Library tools, and create a PowerPoint presentation that ties into your research. The presentation should incorporate visual media and generate discussion on your topic. Evaluation will be based on the quality of the slides and reception by the class.

Your **Semester Research Paper** is, in effect, an extended, formal, researched argument generated from your PowerPoint presentation to the class. Your final paper will incorporate at least five primary, scholarly, researched sources. There will be further discussion on ideas, in class, and a sequential set of instructions for completion,

beginning with generating an idea and submitting your idea to the Sakai Forum, doing preliminary research, following up with a proposal (which acts as a paragraph form, mini-outline), a Working Bibliography (set up as a Works Cited page with a change in title) that shows the works you are considering, a Power Point presentation, which will allow you to get feedback from your peers, and the final paper to be submitted to Assignments 2 by the last day of class in lieu of final exam. Remember that you can seek research assistance from the library and developmental assistance from the Learning Center.

As always, questions posed in a timely manner are welcome!

Syllabus of Reading and Writing Assignments

*Changes to syllabus might be made, if necessary.

Week of January 21st

- Introductions; review of syllabus, course rhetoric and reader, Writing Process, Robeson Cartoon on Plagiarism, Sakai course site, review of MLA stylistics on Sakai

Week of January 28th

- Read HWA, Chapter 22 “Thesis”, Chapter 3 “Argument” (68-101) and “Cool Running” (642-45). Locate and copy one advertising image. In one to two pages, analyze the image for its arguable properties (see HWA 68-73). Make sure you acknowledge the source for your image. Be prepared to present your image and analysis to the class – **analysis only to be submitted to Assignments 2 for grading.** In-class work on thesis development

Week of February 4th

- Do exercises in HWA, Chapters 53 and 54 “Commas” and “Comma Splices, Run-ons, and Fragments.” Read Facilitation #1 and #2: “The Young, the Rich, and the Famous: Individualism as an American Cultural Value” (654-63). In class work on grammar exercises, quotations and citations in MLA style (439-47). Introduction of Resume, CV, cover letter, statement of intent project

Week of February 11th

- Research and print out a potential employment or grad school position for post graduation; read HWA Chapter 13 “Resume” and Chapter 14 “Personal Statement” (278-89); see Sakai Assignment 2
- Meet in Executive Meeting Room, Student Center lower level for resume/grad school orientation by Dean Jim Marino, Career Center.

Week of February 18th

- Using distributed guides from Career Center facilitation, begin preparation of Resume or CV and professionally written cover letter (HWA Chapter 12) **to be submitted for grading to professor via Assignments 2 and hand-carried to Career Center for critiques by February 25th.**
- Facilitation #3: Read HWA “Pay to be Saved” (664-67) and Facilitation #4 and #5: “Assuring Environmental Justice for All” (790-803)
- **Respond to Forum #1 on Sakai:** “What I have learned about preparing for the next big step. . . .”

Week of February 25th

- Read HWA “Brainstorming” (308-16).
- Select one topic posted to Sakai Forum #2: Research Assignment; **Post your chosen topic under Forum #2 by clicking on “Start a New Conversation.”** Explain, informally, how you plan to develop the topic into a researchable argument. Make a list of subtopics, questions, comments related to your idea for library orientation on March 4th.
- Facilitation #6: Read HWA “A Tale of Two Dystopias” (808-19); Facilitation #7: Read HWA “Prevention and Reduction of Alcohol Use and Alcohol Use Disorders in Adolescents” (760-69)
- Group work: creating a Works Cited page; look over MLA citations (439-73)
- Discussion of term research assignment and PowerPoint presentations

Week of March 4th

- **Meet in Robeson Library** lobby shortly before 6 P.M. **and bring your list of subtopics.**

Week of March 11th

- Read HWA “Shaping & Drafting” (340-58); **write up a preliminary introductory paragraph for your research assignment for editing in class. Mount on a Power Point Slide.** Save to a flash drive for class discussion. Read “Presentation Software” (510-513).
- Read HWA “Pronoun [. . .]” (545-49) and “Misplaced and Dangling Modifiers” (550-51)
- Facilitation #8: Read HWA “My Organic Industrial Meal” (695-708)

Week of March 16th **SPRING BREAK; NO CLASS**

Week of March 25th

- Read HWA “Proposal” (170-74). Prepare and submit **to Assignments 2 a formal one-page proposal on your research idea**; instructions provided on Sakai
- Begin to gather information and resources for PowerPoint slides; discussion of PowerPoint issues
- Facilitation #9: Read HWA “Comedy Rambo” (687-94)

Week of April 1st

- In class ~ Liberal Studies Supper, Academic Advising with program director, Dr. Epstein
- Read HWA “Oral Report” (298-304). Continue gathering research materials.
- Submit a **“Working Bibliography” set up as a Works Cited page to Sakai Assignments 2.** Instructions on Sakai
- Individual conferencing, as needed, regarding proposals, bibliographies, and research ideas
- **Sakai Forum 2:** Write up a brief description and solution for problems encountered on PowerPoint slides, or, where possible, recommend solutions to another’s post.

Week of April 8th

- Submit **PowerPoint Presentation to Assignments 2** on Sakai; **make sure you can open it from Sakai** and save a copy to a flash drive for use in class. Instructions on Sakai. Finish up first draft of research paper.

Week of April 15th

- **First drafts of Term Research Papers due to Sakai Assignments 2; no late submissions accepted.** If you miss the due date, you will not get feedback and only your final draft will be graded.
- PowerPoint presentations – first half of class; **peer review**

Week of April 22nd

- Second half of class – PowerPoint Presentations – **peer review**; individual conferencing about papers, as needed

Week of April 29th - final class

- Last Tuesday class. **Final draft of paper due to Sakai Assignments 2.** No papers accepted after this date. Semester ends on Monday, May 5th.

